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12 November 1971

MEMORANDUM FOR: Director of Training

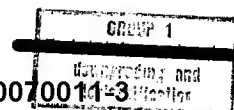
SUBJECT : Weekly Activities Report - Language School

1. I visited Defense Language Institute/East Coast School last Monday morning. Captain Zimmerman, USN Commandant of the School, arranged a detailed briefing which involved administrative, substantive, and support subjects. DLI/EC teaches ten languages internally, with about 240 full-time students in attendance, and supervises the training of about 400 others in contract training at World Instruction and Translation Incorporated (Crystal City) and at the FSI. The East Coast School has about 60 instructors with an admin/support staff of about 50 more people. The instruction is patterned on DLI course materials and follows a fairly inflexible format which involves five hours of contact hours for both students and teachers. The student workday is six hours long, with the expectation that students will do a certain amount of studying at home. Classes average around five to six students but may be as large as ten to a class. The students are issued conventional reel tape recorders for home study use as well as a quantity of tapes. The School is adequately blessed with space for expansion, since there is still some unused space in the Anacostia Annex of Naval Air Station. They have a large support capability, which includes tape reproduction facilities, a graphics art shop, an offset press so that they can print their own materials, a language library and a recording studio. We discussed personnel hiring and administrative policies, and I concluded that in most respects DLI instructors and ours have similar benefits, but that our instructors have more responsibility and are required to exercise more imagination and ingenuity. I have invited Captain Zimmerman and several members of his staff to visit our Language School on 22 November.

2. As reported earlier, the Foreign Service Institute regularly obtains current Russian motion pictures directly from the Soviet Embassy, generally on loan for four or five days. Following a meeting this week between [] and Dr. Goodison of FSI, FSI has agreed to lend these films in turn to us for showing at the Language School. This will effectively eliminate a long-standing complaint in the Slavic Department, the inaccessibility to the teaching

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staff of Agency holdings of Soviet films because of their classification. [] also called Dr. Goodison's attention to the fact that a series of filmstrips and taped descriptions of Polish cities is available free of charge at the Polish Embassy Information Office. Goodison promised to look into this and, again, if he obtains the filmstrips and tapes he will lend them to the Language School.

3. We met this week with representatives of "Language House", a firm which has developed self-study language kits intended for the adult market. Although we have a distinct need for effective self-study materials, we did not find much of value in their offering. Instead of producing new materials, preferably in programmed form, they had merely selected texts which we already know and packaged them with cassettes and workbooks. Except for the suitcase they come in, the kits are really nothing new.

4. Our long-awaited Lao typewriter arrived this week. After a picaresque trip from France to Bangkok (where it was stranded on a barge) to Vientiane (where it was submerged in a warehouse flood), the original machine was replaced. The second one took the same roundabout route, but made the last leg of the journey by air freight. We have already put it into service in the preparation of our Lao course.

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5. On Thursday afternoon, I called all of the affected persons together and announced the organization of the Special Training, Administrative, and Testing Department (STAT) under the direction of [] as her deputy. This new Department adds the LS Library and the student administration to the former Special Training and Testing Branch. This change will permit more rational use of some of our clerical personnel and should relieve the congestion of people reporting directly into my office.

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6. In response to the cry for more visual aids, we sent a production team of four people [] to make a slide series on food. After two-and-a-half days of shooting, the team succeeded in taking 252 color slides. After the slides are developed and mounted, they will be reviewed by the Steering Committee and the Editorial Board. Then they will be used in pilot programs to see what teacher and student response is. The group consisted of [], photographer;

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7. Language School Statistics Week of 1 - 5 November 1971:

Students

Full-time - 75
Part-time - 211 (106 BAHLT)
(57 Hqs.)
TOTAL.....286

Classes

Full-time - 35
Part-time - 49 (11 BAHLT)
(10 Hqs.)
TOTAL.....84

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Laboratory Hours: Language School - 171
Headquarters - 98

There were 23 proficiency tests given.



Chief, Language School

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